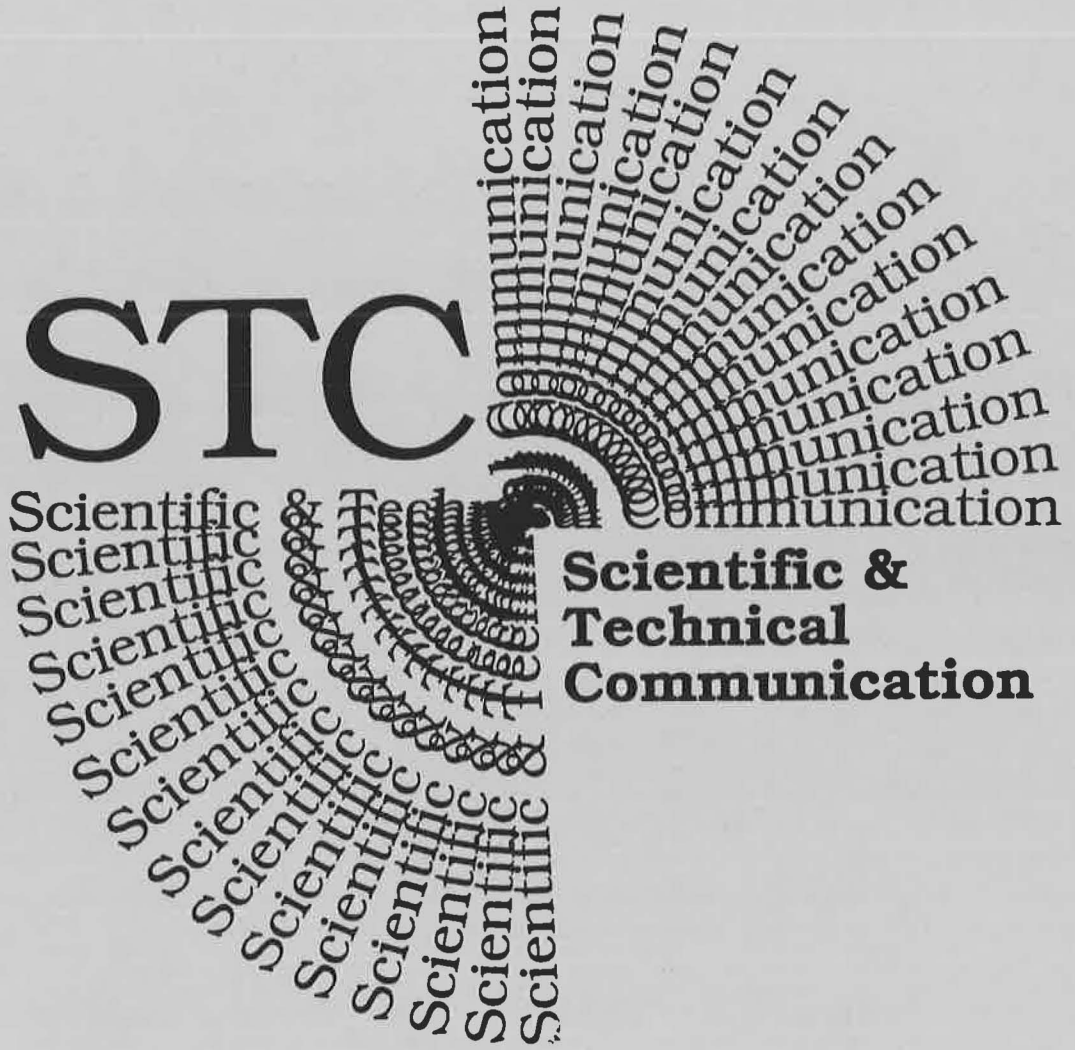
Undergraduate Guide to the Scientific and Technical Communication Major



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University of Minnesota

For general information about the B.S. in Scientific and Technical Communication

call (612) 624-4761
(612) 624-3445

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This guide originally prepared by Kathleen S. Gorak, Kathy E. Carter, and Sandra De Quesada as a project for Rhetoric 8510.
Revised June, 1989 by Kathy E. Carter.
Revised September, 1990 and June 1991 by Kim Tresselt Wharton
Cover design by Kathleen S. Gorak

Contents

Introduction to Scientific and Technical Communication

This guide has been written to help answer many of the commonly asked questions concerning the Scientific and Technical Communication program at the University of Minnesota. It includes information about the profession and the major, college admission requirements, your academic responsibilities and requirements needed for graduation, as well as general information about the University and different organizations associated with the profession.

Remember, this is only an unofficial guide. It cannot answer all of your questions. Your success in the program will be enhanced if you use this guide in conjunction with meetings with your adviser.

The Scientific and Technical Communication program at the University of Minnesota is located on the St. Paul campus in the Department of Rhetoric, a part of the College of Agriculture. The program at the University of Minnesota is one of approximately 70 programs in the United States offering an undergraduate degree. We are considered a leader in the field for educating and training scientific and technical communicators. Our graduates are in demand, our placement rate is high, and our program is growing.

The program at the University is flexible and gives you versatility so you can move into many different technical or management areas. The demand for trained, effective communicators increases each year and has not even begun to peak.

Overview of the Field

Scientific and technical communication involves the gathering, analyzing, and disseminating of scientific and technical information efficiently and accurately for specific audiences.

What do scientific and technical communicators do?

Scientific and technical communicators work as writers, trainers and developers, technical editors, or as developers of computer-based instructional systems. Sometimes a scientific and technical communicator will perform more than one of these jobs in his or her workplace. The writer's job may consist of writing policy and procedure manuals, computer documentation, and information packets, or producing computer instructional systems, newsletters, or marketing materials. Trainers and developers may instruct employees in new procedures or computer applications. The telecommunication industry is employing scientific and technical communicators who can write scripts, design data bases, design and write computer documentation, research audiences, and select the most effective communication channels to reach target audiences.

Where do scientific and technical communicators work?

Scientific and technical communicators work in a variety of fields. They may work in industry, business, service organizations, or government. For example, some scientific and technical communicators work in agribusiness or for agricultural extension services, some work in the computer industry, some work in medical fields, and still others are in the telecommunication industry. Some scientific and technical communicators work as free lancers or for communication consulting firms on a contractual basis in a variety of areas.

What skills should I have or learn to succeed in this profession?

The skills necessary for success in this profession include strong writing and editing, oral communication, visual communication, and computer usage skills. Also, as a professional you will need a sound knowledge and understanding of the goals, methods, and

concepts involved in math and technology, as well as in a specific scientific area.

Personal qualities that will help you to succeed in this field include a curiosity about things scientific or technical, a synthesizing mind, the ability to explain difficult subjects simply but accurately, and a desire to work with people.

Overview of the Major

What is the Scientific and Technical Communication Major?

The Scientific and Technical Communication major is for students who are interested in pursuing a career as a scientific and technical communicator and have an interest in communication skills and science and technology. The major aim of this program is to provide a sound background in two major categories: communication and science/technology. An outline of the key content and experiences in each category are listed below.

COMMUNICATION

- Skills in writing and editing
- Skills in effective small group and oral communication
- Practice with graphics and development of visual presentation skills
- Knowledge of page layout and design principles
- Knowledge of culture, values, technology, and organizational communication problems and strategies
- Background in communication theory and research strategies

SCIENCE AND TECHNOLOGY

- An understanding of math concepts and computer technology
- Expertise in a specific scientific or technical area

Admission to the College of Agriculture

What are the admission requirements for the College of Agriculture...

The Scientific and Technical Communication program is offered through the College of Agriculture on the St. Paul Campus of the University of Minnesota. To enter the program, you must first be admitted to the College of Agriculture.

-if you are a high school student?

If you are a high school graduate in the upper 60% of your class, you may enter the college if you have completed 12 accredited courses (each is defined as the equivalent of a year-long course) in grades 10 through 12. Required courses are one in a natural science or agriculture and three in mathematics: elementary algebra, plane geometry, and higher algebra or its equivalent. The other courses needed to make up 12 can be from English, social studies, history, and foreign languages. See the College of Agriculture bulletin for additional requirements and information.

You may seek exception to certain requirements if you can provide information indicating promise of academic success.

Apply by submitting an Application for Undergraduate Admission.

-if you are transferring from a college or university other than the University of Minnesota?

You apply by submitting an application for admission to the College of Agriculture. The general requirements for entrance by transfer include a minimum cumulative grade point average of 2.00 (where A=4.00, B=3.00, C=2.00, D=1.00, N or F=0.00) and a mathematics background at least equal to that required of high school graduates (see above).

You may seek exception to these requirements if you can provide information indicating promise of academic success.

After you have applied for and been accepted as a transfer student, the Office of Admissions and the College of Agriculture Office will evaluate all previous college work according to the standards of the University and the College of Agriculture. You will then be provided with a Transfer Credit Evaluation showing how your previous work has been evaluated and which requirements have been fulfilled.

As a transfer student, you will be required to complete all specific course and area distribution requirements of the program regardless of the number of credits accepted for transfer.

-if you are transferring from within the University of Minnesota system?

If you are transferring from another college from within the Twin Cities campus of the University of Minnesota, you must meet the entrance requirements of the College of Agriculture as given previously. Apply for transfer at the Office of Admissions on the campus where you are currently registered or last attended classes.

-if you are returning to college after working for several years?

If you were a student at the Twin Cities campus and are returning to the University of Minnesota, you need to apply for a transfer at the Office of Admissions on the campus where you last attended classes. If you attended a different college or university you follow the instructions given previously for transferring from another college or university. To be accepted in either case, you must meet the entrance requirements of the College of Agriculture.

For more information about applying to the College of Agriculture or requests for applications, contact the following office:

College of Agriculture Office
277 Coffey Hall
University of Minnesota
1420 Eckles Avenue
St. Paul, MN 55108
or call (612)624-3045

The deadlines for submitting applications to the College of Agriculture are:

Fall quarter admission	July 15
Winter quarter admission	November 1
Spring quarter admission	February 1

The Advising System

How can you find out more about this major?

The advising system for the Scientific and Technical Communication major involves an initial viewing of a videotape to introduce you to the major. If you are interested in pursuing the major, you will then work with a pre-major adviser while completing the prerequisites for admission to the major. Once admitted into the major, you will work with a faculty adviser to plan your course of study.

Pre-major Status

If you are interested in scientific and technical communication, contact the Scientific and Technical Communication program office at (612) 624-4761 to arrange to see a fifteen minute videotape introducing you to careers in scientific and technical communication, the academic requirements of the major, and the admission procedures. After you have seen the video, if you have general questions about the field or the program contact the pre-major adviser.

If you want more information about applying to the program, contact the Prospective Student Office at (612) 624-3045. They will do a unofficial transcript evaluation and make an appointment for you with the pre-major adviser. The pre-major adviser will then answer any questions you still have and can help you understand admission procedures to major status in the Scientific and Technical Communication program. The pre-major adviser will guide you in meeting the prerequisites for applying to the major. This adviser can also assist you in making formal application to the major. You will work with this adviser until you are formally admitted to the program.

Advising Portfolio

What is an advising portfolio?

Upon admission to the College of Agriculture, you will be given an advising portfolio. This portfolio is intended to provide an opportunity for you to analyze and synthesize your experiences from your academic work, relevant jobs, and outside projects. These portfolios will also aid you and your adviser in assessing the knowledge and experiences already gained, as well as what you will still need to do to fulfill your requirements to qualify for entry into the major.

The purpose of the portfolio is to keep an ongoing list of the objectives you have met and a record of your courses and experiences. The portfolio will help guide you to courses needed, as well as provide you with an easily accessible record that you can integrate into your resume and cover letters when you begin to look for jobs in your field.

Major Status

Who will be your major advisor?

Once you are admitted into the major, you will be assigned to a faculty member who is a certified adviser. Your major adviser will help you select the best sequence of courses to meet your educational and career objectives. You will meet with your adviser at least once per quarter to discuss the courses you plan to take for the next quarter and how your previous course experiences have helped you to meet the learning objectives described in the advising portfolio.

Admission to the Scientific and Technical Communication Major

What are the entrance requirements to the Scientific and Technical Communication Major?

Admission to the College of Agriculture does not automatically admit you to the Scientific and Technical Communication major. Rather, you enter at pre-major status. To be admitted to the program (i.e., full major status), the following are required:

- 32 prerequisite credits (upon acceptance into the major, these credits also apply to your major requirements)
- two forms:
  - application form
  - pre-major checklist
- all college transcripts
- letter of intent
- marketing portfolio

What courses should you take before you apply?

You must have completed 32 credits of required pre-scientific and technical communication courses as follows:

- 8 credits in basic rhetoric, English, or composition
- 8 credits in physical and biological sciences
- 8 credits in social science
- 8 credits in math, computer science, or engineering

While you only need a 2.00 GPA to be admitted to the College of Agriculture, a 2.50 GPA is required in the 32 required credit hours for acceptance to the major. Obtain the Pre-major Checklist Form from the STC program office to list these classes and figure the GPA.

How do you apply?

During the quarter preceding the one you wish to enroll as a full scientific and technical communication major, you must submit an application packet. This packet will include the application form, completed pre-major checklist, letter of intent, official college transcipts, and your marketing portfolio. Unless otherwise specified, deadlines for submitting applications are as follows:

Fall quarter admission	April 15
Winter quarter admission	October 15
Spring quarter admission	January 15

Application forms and pre-major checklists may be obtained from:

Scientific and Technical Communication Program
201 Haecker Hall
1364 Eckles Ave
St. Paul, MN 55108
or call (612) 624-4761

What transcripts are needed?

Submit official transcripts of all college work. This includes all work done at the University of Minnesota, as well as at other colleges. These must be official transcripts and should show all coursework through the most recent quarter completed.

What do you say in a letter of intent?

Address your letter of intent to the Director of the Undergraduate Major and state your reasons for selecting scientific and technical communication as a profession. A letter of intent is your opportunity to tell the Admissions Committee why you would be an excellent addition to the Scientific and Technical Communication program. In the letter, you highlight the aspects of your previous work and experiences reflecting strengths and skills needed for this field. Any of the following may be included:

- academic work pertinent to the major
- applicable extracurricular or job experiences (in communications, computers, technology, etc.)
- explanation of how you became interested in scientific and technical communication
- reasons why you want to pursue a major in this field
- choice of potential emphasis area
- career goals (workplace or job position desired)
- how you see yourself in the role of a technical communicator
- how the program will help you achieve your goals
- discussion of your other interests (travels, hobbies, etc.) providing skills useful to a potential scientific and technical communicator

This is your first chance to sell yourself to the Admissions Committee; prepare this letter as if you were applying for a job.

What goes into a "marketing portfolio?"

A marketing portfolio will be used throughout your career as a scientific and technical communicator and is an important factor in getting a job. This is your opportunity to begin assembling one. Start with

- papers from classes which are samples of your best writing. Do not submit them in the form they were returned to you; retype them, correcting any mistakes the instructor noted.
- written work you have had published is another excellent addition.
- examples of graphic work such as projects from art, drafting, or design classes, or photographs, slides, or videos you have done for work or pleasure. Any creative work done in academic or non-academic settings is acceptable.
- an updated resume (optional).

It is acceptable to produce examples for your portfolio that have not been used elsewhere.

Plan to include three to five samples of your work in the portfolio. Your samples should be sufficiently various and interesting to give the Admissions Committee a clear view of your ability and potential.

Presentation is important. Submit your work in good condition. Inserting it into a portfolio or binder with looseleaf plastic pages displays your work neatly and professionally. Submit slides in an 8 1/2 x 11 inch transparent slide carrier. This format allows you to remove and add to your portfolio as your expertise increases. Start saving examples now of everything you produce in classes or at your job.

When should you apply?

You will apply to the major when you have completed the 32 prerequisite credits and have assembled materials for your portfolio. Apply during the quarter preceding the one you wish to enter as a major. You should apply before completing 100 quarter credits. Work with the pre-major advisor to determine which quarter to apply and to get assistance in going through the application process.

When will you learn if you've been accepted?

The Admissions Committee, composed of members of the Scientific and Technical Communication faculty and the Director of the Undergraduate Program, will meet after each deadline and evaluate all applications. Each applicant will be accepted, rejected, or re-assigned pre-major status according to the following:

- academic record: overall GPA and performance in the 32 required credit hours
- letter of intent
- communication skills and experience as demonstrated in the portfolio

The Scientific and Technical Communication Program reserves the right to limit the number of students admitted to the program. Applicants will be notified by letter of the decision of the Admissions Committee within three weeks after each deadline.

Please note:

It is important to keep in mind that you cannot graduate from the College of Agriculture unless you are officially enrolled in a major in the college. It is in your best interests to complete your STC pre-major requirements and apply for acceptance in the major as soon as possible.

In addition to meeting College of Agriculture residency requirements, as a degree candidate in Scientific and Technical Communication you must earn at least 30 of your last 45 credits in the major following the quarter you are accepted into the major.

Graduation Requirements in the Major

What are the graduation requirements for the B.S. in Scientific and Technical Communication?

Students majoring in the undergraduate program in Scientific and Technical Communication must complete requirements in each of the areas listed below. Required classes are listed. Use the Bulletin of the College of Agriculture in choosing electives to fulfill the remaining credit hours. Your advisor can offer guidance when planning your schedule.

A. Communication, Language, Symbolic Systems (29 credits minimum)

Majors in Scientific and Technical Communication must be able to communicate effectively in environments in which technical information is processed and exchanged. The program does not assume students inclined toward scientific and technical communication will enter with proficiency in communication sufficient to succeed in the program. However, we do require the following courses, or officially approved equivalent courses, to build the introductory competencies:

Rhet 1101—Writing to Inform and Persuade (4)
Rhet 1104—Library Research Methods (1)
Rhet 1151—Writing in Your Major (4)
Rhet 1222—Public Speaking (4)
Rhet 3562—Writing in Your Profession (4)

The environment in which scientific and technical communicators work also requires a knowledge and understanding of math and computer science. To provide a basic background, students are required to take the following two courses:

Agri 1200—Computer Applications in Your Profession (3)
Math 1111 ---College Algebra (5)

and one of the following:

AgET 3030—Introduction to Problem Solving with Computers (4)
CSci 3101—A FORTRAN Introduction to Computer Programming (4)
CSci 3102—Introduction to Pascal Programming (4)
CSci 3104—Introduction to Programming and Problem Solving (4)
IDSc 3030—Information Systems and Information Management (4)

B. Physical and Biological Sciences (20 credits minimum)

Because scientific and technical communicators write in environments in which technical information is developed and processed, students need an interest in and an inclination for science. By taking basic courses in physical or biological sciences, students can decide if they are sufficiently interested in scientific and technical communication.

Only science courses with laboratories will count towards this requirement. These courses should build up prerequisites for your science and technology emphasis in Area E.

Select from the following courses:

BioC 3001—Elementary Biological Chemistry (4)
BioC 3031—Survey of Biochemistry (4)
BioC 5025—Laboratory in Biochemistry (2)
Biol 1009—General Biology (5)
Biol 1103—General Botany (5)
Biol 1106—General Zoology (5)
Chem 1001—Chemical Principles and Covalent Systems (5)
Chem 1002—Chemical Principles and Covalent Systems (5) (Organic Chemistry)
Geo 1001—Introduction to Geology and Lab (4, 1)
Geo 1111—Introductory Physical Geology (5)

MicB 3103—General Microbiology (5) (extension only)
MicB 5105—Biology of Microorganisms (5)
Phys 1001, 1005—The Physical World and Lab (4, 1)
Phys 1041, 1045—Introductory Physics and Lab (4, 1)
Phys 1042, 1046—Introductory Physics and Lab (4, 1)

C. The Individual and Society (14 credits minimum)

Scientific and technical communication students benefit from courses enabling them to understand the impact of science and technology on western culture. Possible courses which fulfill this requirement are in such fields as anthropology, economics, geography, sociology, political science, and psychology. Note that most Rhetoric Department Humanities courses can be used to fulfill Category C2. Work with your adviser in selecting a sequence of courses from the suggested courses in the Bulletin of the College of Agriculture.

Suggested courses must be from the following categories:

1. Analysis of Human Behavior and Institutions
2. Development of Civilization: Historical and Philosophical Studies (You must complete at least one course from this area.)

D. Literature, Humanities, and Fine Arts (16 credits minimum)

Literature, Humanities, and Fine Arts offer the student a needed background in liberal arts. Not only as professionals but as citizens and individuals, students should be culturally literate, appreciative of imaginative expression, and aware of the complexity of human experience. In addition to the Rhetoric Department Humanities courses, other possible classes may be taken in American studies, classics, literature, music, and theatre. *Note that performance courses may not be used for Category D.* Advisers will guide students in selecting a sequence of courses to enable students to understand the issues related to the impact of science and technology on culture. See the College of Agriculture Bulletin for a list of suggested courses.

E. Professional Courses in the Major (90 credits minimum)

Students must complete a minimum number of credits for the major in a variety of competency areas. The Scientific and Technical Communication major is divided into seven areas of emphasis to reflect the communication and science and technology areas needed by the student. Certain core classes are required in each area with additional courses taken in the area you wish to emphasize further. Students must take more than the minimum number of credits to reach the total of 90 credits.

Writing and Editing Emphasis (18 credits minimum)

What are the required courses in the major curriculum?

Students must have strong writing and editing skills in order to communicate effectively in this profession. Writing and editing skills are baseline.

Required:
Rhet 3565—Writing for Publication (4)
Rhet 3572—Grammatical Editing for Technical Writers (2)
(prerequisite for EngW 5401)
EngW 5401—Introduction to Professional Editing (4)
Rhet 5581—Document Design (4)

And **two** of the following:

Rhet 5572—Procedures and Policies Manual (2)
Rhet 5573—Grant Proposal (3)
Rhet 5574—Publications Management (3)
Rhet 5575—Newsletter (3)

Recommended:
Comp 3014—Writing for Quantitative Social Sciences (4)
Comp 3015—Writing about Science (4)
Comp 3027—Advanced Expository Writing (4)
Comp 3050—Topics in Advanced Composition (4)

Oral Communication Emphasis (12 credits minimum)

Students need to be able to retrieve, analyze and use information that they have effectively gathered from others and present this information orally. They must be able to locate, evaluate, and integrate diverse viewpoints of project teams and of their clients.

Required:

Rhet 3266—Communication, Discussion in Small Group Decision Making (4)
Rhet 5257—Scientific and Technical Presentations (4)
Rhet 5258—Interviewing: Dynamics of Face-to-Face Communication (4)

Recommended:

Spch 3201—Introduction to Broadcast Production (4)
Rhet 3254—Advanced Public Speaking (4)
Spch 3411—Small Group Communication Process (4)

Visual Communication Emphasis (7 credits minimum)

Students must be able to communicate in visual as well as verbal forms. They must be able to understand flow diagrams and models of technical components.

Required:

Ind 1000—Technical Drawing (3)
Rhet 3670 --- Visual Rhetoric: Theories and Applications (4)

Recommended:
Ind 1602—Technical Design (3)
Ind 1620—Visual Communication Technology (3)
Ind 1622—Graphic Communication (3)
Ind 1624—Photography (3)
Rhet 3101—Functional Photography (4)

Communication Systems Emphasis (8 credits minimum)

Students must understand how to communicate in several environments (business, industry, government, non-profits); therefore, they need to understand how to analyze systems of communication within these environments. Technical communicators must be able to manage human resources and provide leadership to project teams.

Required:
Rhet 5170—Managerial Communications (4)
Rhet 5600—Transfer of Technology (4)

Recommended:
Rhet 5165—Studies in Organizational Communication, Conflict, and Change (4)
Rhet 5400—Dissemination and Utilization of Information (4)
Spch 3111—Leadership Communication (3)
GC 3464—Communicating in Organizations (4)
or Spch 3441—Communicating in Organizations (4)
Pol 5704—Organizational Theory and Behavior (4)
SW 5013—Interdisciplinary Team Training in Health Services Delivery (4)

Communication Theory and Research Emphasis (8 credits minimum)

Students must be able to evaluate and integrate diverse viewpoints or data. They must effectively analyze multiple audiences/clients. In order to do this they also need to acquire and analyze appropriate information about their clients.

Required:
Rhet 1220—Principles of Human Communication (4)
Rhet 3700—Rhetorical Theory (4)

Recommended:
Clas 1045—Basic Program in Technical Terminology and Word Study (3)
Engl 3851—The English Language (4)
Engl 3852—Aspects of the English Language (4)
Engl 5815—History of English Language (4)
Engl 5831—American English (4)
EPsy 5115—Adult Learning and Educational Practice (4)
EPsy 5240—Principles and Methods of Evaluation (3)
Jour 1001—Introduction to Mass Communication (2)
Ling 3001—Introduction to Linguistics (5)
Psy 3011—Introduction to Psychology of Learning (4)
Rhet 5160—College Reading (4)
Rhet 5500—Research in Communication Strategies (4)
Rhet 5531—Scientific and Technical Communication Course Development: Developing Writing Courses (1)
Rhet 5532 -- Scientific and Technical Communication Course Development: Non-Writing Courses (1)
Rhet 5533 -- Scientific and Technical Communication Course Development: Teaching in a Computer Classroom (1)
Rhet 5541—Readings in Scientific and Technical Prose (2)
Spch 3431—Role of Persuasion in the Modern World (4)
Spch 3601—Approaches to Public Discourse (4)

Culture, Values, and Technology Emphasis (8 credits minimum)

Students must be able to apply a historical perspective to the role of science and technology in technical communication. They must apply global perspectives to scientific and technical issues and decisions. They must make responsible judgments on ethical and policy issues stemming from current technology and its use.

Required:

Rhet 3390-- Humanities: Technology, Self, and Society (4)
(Prerequisite Junior status)

Recommended:

HMed 300x—Medicine and Disease in History (4)
HSci 171x——Technology and Western Civilization (4)
HSci 181x——Introduction to History of Science (4)
Hum 1003——Humanities in the Modern World III (4)
Phil 3601——Scientific Thought (4)
Phil 560x——Philosophy of Science (4)
Rhet 1303——Modern Thought and the Impact of Evolution (4)
Rhet 3600 --- Gender and the Rhetoric of Science and Technology (3)
Rhet 3690 --- The Rhetoric of Scientific Controversy (3)

Science and Technology Emphasis (20 credits minimum)

While technical communicators need a general knowledge of math, science and technology, they must also develop expertise in a scientific and technical area. With the help of an adviser, you will select at least five additional classes (20 credit minimum) in a scientific or technological area to enhance your technical emphasis. Eight credits must be at the 3000 level or above. Possible areas of emphasis are:

Agricultural Science: Animals
Agricultural Science: Plants
Biological Science
Cognitive Science/Psychology
Computer Science
Engineering
Food Science/Nutrition
Health Sciences
Human Ecology
Management Information Systems
Natural Resources
Physical Science
Vocational Education

You will package your rationale for choosing certain courses and your experiences in the courses in two places: the advising portfolio and the marketing portfolio.

Capstone Project (6-8 credits minimum)

This project combines the two areas of emphasis into an integrated experience. The following courses are required:

Rhet 3582—Senior Seminar (2)
Rhet 5180— Internship in Technical Communication (4)
4 credit minimum. Credits may be earned in 2 credit increments but no more than 6 internship credits can be applied toward the STC program.

What is the Senior Seminar?

As a major, you will participate in a seminar course during your senior year to provide you an opportunity to integrate and apply your educational experiences to your upcoming nonacademic work, to learn how to work with others in a cooperative environment, and to build your self-confidence as you begin your job search. Specifically, you will discuss ethical issues and problems related to scientific and technical communication, and will examine the problem-solving strategies of professional communicators. Several group projects will be completed as well as individual work.

What is involved in an internship?

You must complete at least one internship experience as part of your degree program. You cannot register for an internship until you are officially enrolled in the major; therefore pre-majors are not eligible. Internships can be taken in two credit increments to reach the minimum of four internship credits required for graduation. The most internship credits you may earn is six credits. For the internship experience, you will need to complete the following:

- an internship proposal detailing the duration, hours, duties, etc. of the internship
- an internship journal of work experiences
- final internship report
- evaluation letter from the internship supervisor

You can learn about internship opportunities by reading the notices posted on bulletin boards in the department, talking with your adviser and other instructors, and through personal research.

After you have been admitted to the major, ask your adviser for a internship guide detailing the internship enrollment procedures and internship requirements. You will not receive credit for an internship if you do not follow these procedures.

F. Electives

You will complete the remaining credits of the 190 required for graduation with electives of your choice.

General Information

Enrichment Activities

When you become a student in scientific and technical communication you are encouraged to participate in the following clubs and organizations:

Society for Technical Communication (STC), the umbrella professional organization for technical communication, offers student memberships. STC sponsors a journal, *Technical Communication*, and an annual conference, the ITCC (International Technical Communication Conference). The Rhetoric Department provides support for selected students to attend ITCC. Membership in STC gives you automatic membership in the Twin Cities Chapter of STC.

NAMA, or the National Agri-Marketing Association, is a national organization that has yearly competitions for marketing agricultural products. For the competition, students develop products and presentations meeting specific criteria designated by NAMA.

Sigma Tau Chi (STX) is an honorary fraternity for outstanding students in technical communication programs, sponsored by STC.

UROP is a University program allowing students to work in conjunction with faculty on faculty research.

Minnesota Technolog, a magazine sponsored by the Institute of Technology, is the product of undergraduate student writers, editors, and illustrators. The magazine publishes articles on research and innovations in science and technology, on public policy issues related to science and technology, and science fiction. Majors in technical communication have contributed articles and served as editors.

The ***Minnesota Daily*** welcomes technical communication students, especially those interested in writing feature articles on research being conducted on the St. Paul campus.

Computer Labs

Students in the program have access to a variety of computing facilities. The University maintains computer labs around the campus with a variety of software and equipment. The Rhetoric Department maintains an assortment of software for use in its departmental computer lab. You are encouraged to develop skills essential to the effective use of available computing equipment.

The Rhetoric Macintosh Lab, in 302 Haecker Hall, is equipped with twenty Macintosh microcomputers and a variety of application programs. Computers in this lab may be used individually or linked as a local area network. The Macintosh Lab is for use only by authorized classes and for research work.

Library Facilities

The University library system includes the St. Paul Campus Library and the Biomedical, Wilson, and Walter Libraries in Minneapolis. These libraries house a large collection of books and journals, including those relevant to the study of communication, science, and technology. In addition there are a number of specialized school and departmental libraries.

Housing

The University maintains a housing office which has listings of both on-campus and off-campus housing. For assistance write or call:

Director, Housing Office
Comstock Hall East
210 Delaware St. SE
Minneapolis, MN 55455
(612) 624-2994

Students currently in the Program are another valuable source of housing information.

Financial Aid

Financial aid for students is available in the form of grants, loans, scholarships, and work-study. To apply for financial aid through the Office of Student Financial Aid, students must obtain an application packet and complete the American College Testing Program's Family Financial Statement (ACT-FFS) and all other required documents.

Some of the types of financial aid available are

- Pell Grant Program
- Minnesota State Scholarship and Grant-in-Aid Program
- College Work-Study Program
- Perkins Loan Program
- Guaranteed Student Loan (GSL)
- Supplemental Loans for Students (SLS)
- Loans for Parents (PLUS)
- Student Educational Loan Fund (SELF)
- University scholarships, grants, and loans

For an application packet and more information, contact the Office of Student Financial Aid. The St. Paul campus office, which offers limited service is in

197 Coffey Hall
1420 Eckles Avenue
St. Paul, MN 55108

The Minneapolis campus office is in

210 Fraser Hall
106 Pleasant Street SE
Minneapolis, MN 55455
(612) 624-1665.

Health Services

The University's Boynton Health Service provides medical and dental care for students enrolled in the University. The St. Paul campus office is located at

109 Coffey Hall
1420 Eckles Ave.
St. Paul, MN 55108
(612) 624-7700

In addition, the facilities of the University Hospital and Medical School are available for surgical and major medical needs.

Faculty

Becker, Sandra J.	M.A. in English, Pennsylvania State University B.A. in English, University of Wisconsin-Eau Claire
Bennett, J. Michael	Ed.D. in Reading Education, University of Georgia M.A.E. in English Education, University of Florida
Connolly, James E.	Ph.D. in Speech Communication, University of Minnesota M.A. in Speech Communication, University of Minnesota
Duin, Ann Hill	Ph.D. in English Education, University of Minnesota M.A. in English Education, University of Minnesota
Ferguson, Richard W.	Ph.D. in American Studies, University of Minnesota M.A. in English, North Dakota State University
Gross, Alan G.	Ph.D. in English, Princeton University M.A. in English, Princeton University
Hayes, Laurie S.	Ph.D. in Communication Arts, University of Wisconsin-Madison M.A. in Speech, University of Wisconsin-Madison
Horberg, Richard O.	Ph.D. in American Studies, University of Minnesota M.A. in English, University of Minnesota
Lay, Mary	Ph.D. in English, University of New Mexico--Albuquerque M.A. in English, University of New Mexico-- Albuquerque
McDowell, Earl E.	Ph.D. in Speech Communication, University of Nebraska M.A. in Speech Communication, West Virginia University
Mikelonis, Victoria M.	Ph.D. in Language & Literature, Indiana University of Pennsylvania M.A. in Language & Literature, Indiana University of Pennsylvania

Scanlan, Thomas	Ph.D. in American Studies, University of Minnesota M.A. in English Literature, Cornell University
Schuelke, David	Ph.D. in Communication, Purdue University M.A. in Rhetoric, University of Illinois
Wahlstrom, Billie J.	Ph.D. in American Literature, University of Michigan M.A. in English, University of Michigan
Walzer, Arthur E.	Ph.D. in English, University of Minnesota M.A. in English, University of Minnesota